

PARISH of KIRTON & FALKENHAM

Dear Sir/Madam,

I HEREBY GIVE YOU NOTICE that a meeting of the **Parish Council** of the above Parish will be held at:
THE RECREATION GROUND PAVILION
on **Monday 13th day of February 2017 at 7.30 pm**

Signed C A Shaw
Clerk

To: **All Councillors**

A G E N D A

PUBLIC OPEN FORUM

1. Police Report
2. Parishioners questions
3. County Councillor's/District Councillor's Reports
4. PTLO report

PARISH COUNCIL MEETING

1. Apologies
2. Minutes of meeting held on 9th January 2017
3. Declaration of interests *Councillors are reminded that they should consider declaring any interest, pecuniary or otherwise, relating to any agenda item, that could be seen as affecting their impartiality.*
4. Matters arising
5. Village Green verge repair/parking restrictions
6. PC meetings and POF
7. Mobile PO
8. School parking lines
9. Recreation Ground mobile phone mast/outdoor playing space fund application
10. Speaker for Annual Meeting
11. Administrative matters (see correspondence)
12. Acceptance of written Committee Reports
 - a) Planning (attached)
 - i) (DC17/0010) Innocence Farm Scoping application
 - ii) (DC17/0228) TW Violet Gardens Trees overhanging plots 33 & 38
Sympathetically prune oak branches and canopies for garage access
 - iii) (DC16/5420)4 The Maltings, Erection of garden outbuilding
 - iv) Correspondence
 - b) Finance (attached)
 - i) Budget monitor/community projects
 - ii) RFO recruitment
 - iii) Revision of Audit and Governance statement
 - iv) Invoices
 - v) Correspondence
 - c) Environmental - see Correspondence
 - d) Recreation Ground - see Correspondence
13. SALC Report
14. Other Correspondence (attached)
15. Matters for inclusion in future Agenda
16. Date of next meeting:- Monday 13th March 2017 in the R G Pavilion at 7.30pm.

CORRESPONDENCE

170123 Suffolk police Police Connect messages/Community Communications
170116 T Hatrick Fw: Kirton buses 3 emails

Matters Arising

170032 G Walker Highways site visit mp/dj/ic
170092 D Jacobs/D Tonge Back Road/Innocence Lane
170016 Scottish Power Scottish Power Renewables Newsletter **(circ)**
#5 170038 MPaul/I Cade RE: Parking on green **(circ)**
#9 170096/102 G Walker/M Paul/etc Proposal for mobile phone mast on Recreation Ground **(circ)** 6 Emails

Administration

170013 SALC WWI BEACONS OF LIGHT 11TH NOVEMBER 2018 **(circ)** pr
170017 SCDC Beach Hut Consultation pr
170091 Thurstons Farm Thurstons Farm Parish Notification
170077 eastsuffolk FW: CEP Steering group AGM 17th Feb
170126 eastsuffolk A new single District **(circ)**

Planning

170068/78 I Cade RE: PC response to Innocence Farm application/Final **(circ)**
170025/85/83/112/82 S Harvey/P O'Brien/Levington PC/History/Tr St Mtn FW: Innocence farm **(circ)**
+
170086 I Cade/G Walker Re: PARISH COUNCIL Fwd: Innocence Farm - Proposed Logistics Farm
170108/138 S Harvey/Bucklesham PC RE: Innocence Farm - Proposed Logistics Farm
170084/120/121/140 Tr St Mtn PC Innocence Farm - Proposed Logistics Farm **(circ)**
+
17087/103/149 D Jacobs Fwd: FOI/EIR Request: Suffolk Coastal planning: Meetings **(circ)**
170055/144 eastsuffolk Development Management Contact List 15.1.17 V1 **(circ)**
170073 eastsuffolk RE: Adastral Park - Planning meeting with Parish/Town **(circ)** 2 mails
170079 SCC/SCDC Response to EDF Energy's Stage 2 consultation on Sizewell C
170114/143 EDF EDF Energy's Sizewell C Stage 2 consultation/January Sizewell C Update **(circ)**
170101 Port of Felixstowe Port of Felixstowe LALC 17.03.17 gw/ic/ah/dj
170016 Scottish Power Scottish Power Renewables Newsletter **(circ)**

Finance

170050/66 G Walker/I Cade RFO job advert & spec **(circ)**
170021/22 ncsgrp RE: Grass cutting in your parish gw/ic
170039 Phone co-op Broadband a/c for December £43.19
170046 Creativemark Renewal Kaspersky Internet Security £19.95
170034 SALC SAAA announcement of appointed auditors by county area 2017/18 - 20
170058/70 Pensions regulator Your duties have begun/Time to complete your declaration
170069 NS&I Statements PO A/C £454.79 & £667.51
170094 Headway Request For a Grant

Environment

170048 SPS Heritage Training for Town & Parish Councils **(env)**
170051 SCC Definitive Map - new contact details **(env)**
170062 G Walker BBQ on VG 8th July request FoKC
170113 P O'Briem/RM netwk C358 Chapel Road. Bucklesham - 22/2/17 **(circ)**
170106/9 SCC (AONB) Jan 2017 monthly update: SCH Pcs/Grants - applications open NOW!
170122 eastsffolk PUBLIC SPACE PROTECTION ORDERS (PSPOs)
170142 SCC Report Flooding and Drainage Issues in Suffolk

Recreation Ground

170107 eastsuffolk Ref: 0317 Outdoor Playing Space Fund **(circ)** pr

SALC

170026 SALC FW: Transparency Code Free Support Sessions
170080 SALC Visual Routine Play Inspection training
170137 SALC Date! SALC Planning Conference, Mildenhall, Thurs 2 March **(circ)**

Other Correspondence

170014	S Comm Foundation	Funding available from the Office of the PCC
170029	G Walker	Falkenham road survey reminder
170019	STC	Arboricultural services
170024	Hallwood serv	Tree Surveys
170067	I Cade	PC response to Innocence Farm application
170035	Suffolk Treescap	Suffolk Treescape
170052	Fixmy street	Questionnaire about your FixMyStreet report:
170064	SCC	Newbourne, U3106 Ipswich Road, Jan 17
170110	Toddler group	Use of the village green
170031	G Walker	Re: Budget Mon for Jan draft
170041	G Walker/S Comm	Suffolk Hidden Needs update (circ)
170059	CAB	Acknowledgement of grant
170139	EA Air Ambulance	Acknowledgement of grant
170063	Ipswich Hospital Charity	Reaching New Heights for 2017
170072	Hutchinsons port	IMO Maritime Day theme launched
170081	SCC	Issues and Options Consultation reminder
170065	SALC/Brantham	Pedestrian Crossing
170087	eastsuffolk	Acknowledgement: FOI/EIR Request IMT158562: Subject:
170118	P Tucker	Community & Parish magazine printing
170125	CAS	Public Liability Cover for Community Groups
170135	eastsuffolk	Parish Council Email Consultations
170117	HMRC	Payroll and benefits – help and guidance
170129	namesco	Are your details safe?
170136	Pensions Regulator	Have you completed your declaration?
170124	S Comm Foundation	Grants Update - February 2017
170127	P O'Brien	Weather warning council 2 emails
170131	S Harvey	District Cllrs Report February 2017
170133	easrsuffolk	Visit Felixstowe e-Newsletter - February
170134	HMRC	Unsure about payroll, expenses or penalties?
170141	SALC/SCC	Free Composting Training for New Master Composter

KIRTON & FALKENHAM PARISH COUNCIL

Minutes of Parish Council Meeting held on Monday 9th January 2017 at 7.30 pm in the Recreation Ground Pavilion

PUBLIC OPEN FORUM

PRESENT 9 Parish Councillors, Mrs P O'Brien (CC), S B Harvey (DC),
1 Parishioner.

1. **Police Report**

None received; web site records record an ASB incident and a burglary in Rectory Lane. Call for fairer funding support from PCC (c161277) circulated and left for individual responses. Councillor Paul recorded appreciation of the very good responses from the police to hare coursing incidents, but was disappointed in SCC reluctance to restrict access to vehicles to combat this problem. Mrs O, Brien made a note to investigate.

2. **Parishioners Questions**

Concerns over road diversions associated with closures in and approaching the village were raised by the parishioner and the Council acknowledged that in some cases this presents difficulties but are necessary for safety reasons. More care, however, needs to be taken to study the signage plans provided by SCC. On a further question on hedging on Croft Road the Council asked for photographic support.

3. **County Councillor's Report**

Mrs O'Brien (CC) spoke on health issues and highlighted the invitation to join in the consultation on shaping the future of hospital services, and gave an update on Trading Standards efforts to combat unsafe products. She was to attend a meeting on 12 January to seek a strategy for problems associated with Orwell Bridge closures. In response to highway issues raised at the last meeting, a programme is being put forward in the next few weeks to address these, together with the request for a survey of Falkenham Road.

4. **District Councillor's Report**

Mrs Harvey (DC) reported on the proposed SCDC and Waveney joint meeting in January to consider merger. She noted the consultations on Sizewell C and Felixstowe Beach Huts, and gave a reminder on her enabling communities budget. She commented on the possibility of the village shop reopening, and questions raised about Post Office facilities gave rise to an agreement to investigating visits by a Mobile PO to go on next agenda .

5. **PTLO Report**

Nothing to report

PARISH COUNCIL

PRESENT: Messrs I Cade, A P Hutton, F H Last, P J Lickert, M A Paul, G J Walker (chair), Ms EY Choi, Mesdames J L Shaw, E A Colvill, Mrs P M O'Brien (CC), Mrs S B Harvey (DC), 1 Parishioner.

1. **APOLOGIES:**

D Jacobs (personal), S W Livingstone (family bereavement)

2. **MINUTES OF LAST MEETING**

The minutes of the meeting held on 28th November 2016 having been previously circulated were taken as read, approved and signed.

3. **DECLARATION OF INTERESTS**

Nothing declared.

ACTION

4. **MATTERS ARISING**

i) Verge cutting D Kemp had responded (c161271) that his hedges would be cut in due course.

ii) Falkenham notice board/footpath sign/survey On going.

MP/DJ/FL/JS

iii) F & GP Committee Report Proposed A Hutton seconded M Paul and carried that the proposals of the chairman on Clerk's salary, future budget funding and RFO recruitment is approved.

Agreed to align Clerk's salary to nationally agreed salary bands for council employees leading to £4,682 for the current year, 2016/7.

Plan is to fund the revised salary budget from the precept over a 3 year period with a nominal 6% increase in each year beginning 2017/18. The shortfall in salary budget in each year will be funded by reserves and/or efficiencies.

Proposed E Choi, seconded P Lickert and carried that the precept for 2017/18 **CLERK** be set at £16,075 an increase of 7.2%.

The proposed grants to Charities amounting to £1,300 is approved.

CLERK

Proposed A Colvill, seconded J Shaw and carried that the budget for 2017/18, incorporating a 1.2% inflation element, is

Clerk's salary	6625
Subscriptions	600
Electricity	30
Insurances	1800
Miscellaneous	810
Clerk/Councillor Exp	455
Training	102
Grants	1300
Publicity	202
Environment	810
Reserves	0
Community Projects	0
Vat payments	-100
GENERAL A/C	12634
RG grant	4554
TOTAL	17188

iv) Community Emergency Plan Being finalised. Circular letter in hand.
Councillor Lickert to attend Strategic Flood Risk Assessment meeting on 17th
January at Wrentham (c161247/63).

PL/SL

v) Wellgate Cottage Information for enforcement complaint awaited.

JS

5. **LORRIES PAST SCHOOL**

Two vehicles had been observed but evidence needed.

6. **HIGHWAY REPAIRS/SIGNS**

Agreed the Chairman and Councillors Cade and Jacobs would arrange
meeting with SCC Highways to inspect the problems throughout the parish.
Various defective signs had been reported and apart from that on Trimley
roundabout had been fixed (c161187/88/89, c161214/51, c161254/5/6)

GW/SCC

7. **ADMINISTRATIVE MATTERS**

i) Post Office consultation Communication from Therese Coffey (c161223)
circulated; no action proposed.

0ii) Buckingham Palace Garden Party Proposed E Choi, seconded P Lickert and **CLERK**
carried that Councillor Jacobs name should be put forward for ballot (c161262)
to attend as a past chairman.

iii) One Suffolk web site Updates (c161170/77) noted.

8. **COMMITTEE REPORTS**

a) Planning (attached)

i) Durilda Green/TW footpath On track for completion.

ii) 1 Burnt House Lane An update on the renovation and development for 1 Burnt House Lane (c161215) reported that the work on the property would go ahead and 2 houses and 2 bungalows would be built on the remainder of the land; all social housing. All the reserved funding is available.

iii) Off -shore wind farm Progress continued to be monitored through **CLERK** Scottish Power and other Councils (c1166/84/91/67).

iv) SCDC/Waveney DC merger Consultation (c161168) circulated and noted; no comments.

v) Minerals & Waste Local Plan Consultation on Issues and Options (c161173) circulated and noted; no comments.

vi) Adastral Park Planning meeting on 25th January (c161218) circulated for possible attendance.

vii) Sizewell Updates (c161219/21) circulated and noted.

viii) Innocence Lane

GW/IC

“Planning Application” 17/0010 SCO
(Land On The North East Side Of A14 Trimley St Martin East Bound, T St M)
(Proposed Scoping Opinion for proposed logistics facility at Innocence Farm).
Having only been received on 7th January was given preliminary examination by those present. Chairman and Councillor Cade had prepared some initial thoughts to support objections to the proposals, which were presented. Agreed they would consider further and circulate response for approval prior to submission to SCDC by 26th January.

b) Finance (attached)

i) Budget monitor/Community projects (attached and circulated)

ii) Invoices Proposed J Shaw, seconded A Colvill and carried that the following are approved.

SC Norse	VG grass cutting	£494.40 (c161157)
D Cope	VG tree/shrub work	£300 (c161238)
Namesco	Renewal of email a/c	£16.79 (c161265)

iii) VAT A refund of £476.28 received from HMRC (c161222); £403.08 refunded to Recreation Ground.

iv) Grants Request from Fresh Start (c161190) referred to F & GP later. **F & GP**
Update of availability from SCC (c161185) noted.

v) Banking Statements from Barclays for September/December (c161202) received.

c) Environment

i) VG grass cutting Proposed E Young, seconded A Colvill and carried that **CLERK** new contract be sought from Suffolk Coastal Services/SC Norse (c161232).

ii) Wild Bird Flu Notices posted (c161182/213) and circulated.

iii) Enforcement case, Church Lane Enquiry from SCC (c161268) referred to occupant of 58 Meadowlands.

d) Recreation Ground (attached)

i) Charity Commission Reminder to submit annual return (c161229) to RG

9. SALC REPORT

i) “Local Councillor” Winter edition (c161269) circulated; POF management highlighted

ii) Video conferencing LAIS 1395 (c161239) circulated and noted.

10. OTHER CORRESPONDENCE

Other correspondence as listed on agenda noted

11. MATTERS FOR INCLUSION IN FUTURE AGENDA

POF, VG verges, Mobile PO, School parking lines, Innocence Lane development, Highway repairs.

12. DATE OF NEXT MEETING

Monday 13th February 2017 in the Recreation Ground Pavilion at 7.30 pm

There being no further business the meeting closed at 10.15 pm.

Signed.....
Chairman

COMMITTEE REPORTS

PLANNING

		<u>PC</u>	<u>SCDC</u>
<u>Existing applications</u>			
DC/16/4993	Land opposite Stanley Cottage, Falkenham New 2 Storey house + assoc. works	No comment	Granted

New applications

DC/17/0010	Land On The North East Side Of A14 Trimley St Martin East Bound, T St Mn Proposed Scoping Opinion for proposed logistics facility at Innocence Farm	Object
DC/16/5420	4 The Maltings, Kirton Erection of garden outbuilding	
Dc/170228/TPO	TW development, plots 33 & 34 T6 & T8 oaks, sympathetically prune branches and canopy to aid construction of garages	

FINANCE

Cheques written since January meeting:-

C A Shaw	£322.06	Clerk's expenses (july/dec)
Disability Adv Serv	£100	s137 grant
Avenues East	£100	s137 grant
CAB (Felix)	£200	s137 grant
S Accident Rescue	£100	s137 grant
MAGPAS	£100	s137 grant
St Eliz Hospice	£100	s137 grant
G Walker	£81.35	Tree lighting exp
C A Shaw	£520	Clerk's salary
HMRC	£130	PAYE
EA Air Ambulance	£100	s137 grant
EACH	£100	s137 grant
Alzheimer's Soc	£200	s137 grant
Homestart	£100	s137 grant
Income	£6.71	Bank interest